

COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY July 3, 2017

Committee Chair Bob Davidson called the meeting to order at 4:05 p.m.

Chairman Davidson moved to appoint Member Prochaska to fill in to form a quorum. Member Gilmour second that motion. **All members present voting aye. Motion Carried.**

Roll Call: Members Present: Bob Davidson, Judy Gilmour, Matthew Prochaska, Audra Hendrix, Committee Members Absent: Tony Giles, Matt Kellogg. **With enough members present, a quorum was formed to conduct business.**

Others Present: Facilities Management Director Jim Smiley, Interim County Administrator/Technology Director Scott Koppel.

Member Hendrix arrived at 4:11 pm

Approve any changes to the County Board Approved June 5, 2017 Facilities Committee Meeting Minutes – there were no changes to June 5, 2017 minutes; Member Prochaska made a motion to approve the minutes, second by Member Gilmour. **With all present members voting aye, the minutes were approved.**

Public Comment – None

Old Business/Projects

1. *Historic Courthouse (HCH) Window Replacement Project* – Mr. Smiley informed the committee that the windows are installed but the inside trim work that is to be finished by KCFM staff is almost done. Jim also stated that the existing shutters will work; they are in the process of being cut down, repaired and refinished.
2. *Masonry Repairs* – Jim stated that the repairs are done. Mr. Smiley also stated that a few additional areas were found to be in need of caulking in which Jim has already received a quote. These repairs will come out of a separate budget and would like the work to be completed by the end of this year or early next year. **Project Complete.**
3. *PCS Phone System Changes* – Director Smiley the cutover went as planned. The main sheriff's number and the tip line are the only remaining item left in the DID system. Jim is working with the vendor to see what is the best way to move these over to the newer system. Jim continued to state that once these are moved over the old system will become spare parts for the systems in the Heath, Courthouse and Fox Street facilities. **Project Complete.**
4. *Generator System Repairs* – Mr. Smiley stated that parts are on order and the repair will be scheduled once they are received. Jim hopes this will be complete by the next Committee meeting.

New Business/Projects

1. *Chairman's Report* ;
 - a. *Facilities Study – Further discussion prior to July COW meeting* – Chairman Davidson stated that the facilities studies will be discussed at the next COW meeting to decide which future option they will be pursuing.

- b. *Projects Policy Change* – Jim stated that he has been working with Matt Kellogg to establish a system for project submission and hope to have this to present by the next Facilities Management Committee meeting.
 - c. *Establish a policy for Requests to Film on County Properties* – Chairman Davidson directed Director Smiley’s office to research what policy is established in other towns and counties for filming and bring the results back to the next Committee meeting.
2. *One Year Lease Continuation – Kendall County Housing Authority at the Health & Human Services Facility per the Terms of the Current Lease Dated August 1, 2016* – Motion by Member Hendrix to bring to the County Board for approval. Second by Member Gilmour. **All members present voting aye. Motion Carried.**
3. *New Lease Request – Mutual Ground at the Courthouse* – Jim informed the Committee that a new lease will be needed for Mutual Ground’s space at the Courthouse. Mr. Smiley stated that he will be working with Judge McCann and the State Attorney’s Office and will have a lease to bring to the next Facilities Committee Meeting.
4. *Annual Fire Alarm Systems Testing – All Locations except for Courthouse* – Mr. Smiley stated that testing was completed on June 27th and 28th. Jim continued that the Courthouse testing has a different system and will be completed this month. **Project Complete.**
5. *Annual Fire Extinguisher Recertification – All Locations* – Mr. Smiley stated that testing was completed on June 27th and 28th. **Project Complete.**
6. *Annual Sprinkler System Inspections – All Locations* – Mr. Smiley stated that testing was completed on June 27th and 28th. **Project Complete.**
7. *Public Safety Center (PSC) U.P.S. System A/C Unit Replacement* – Director Smiley stated that the Public Safety Center boiler room air conditioner unit failed. The replacement unit was installed last week and the wiring installation will continue through this week. The cost will come from the repair budget.
8. *PSC H.V.A.C. & Controls Improvement RFP* – Mr. Smiley stated that he will have the RFP completed to bring back to the Committee for the August Meeting. Jim continued that if the Committee approves the RFP then it will be able to be put out for bid.
9. *PSC Robertshaw Control System Issue* – Jim stated that this system is outdated and stop working two (2) weeks ago. Mr. Smiley called the original installation company out of Indiana and they were able to locate the part needed to get the system back up and running. **Project Completed.**

Staffing/Training/Safety

- *Reportable Labor Hours* – Reports were included in the packet.

Other Items of Business

- *CMMS Charts* – Reports were included in the packet for:
 - Reported versus Completed Work Orders Reported by Building Current Month
 - Work Orders by Work Type Current

Questions from the Media - None

Executive Session – None

Adjournment – Chairman Davidson asked if there was a motion to adjourn. Member Hendrix made a motion to adjourn the meeting, second by Member Gilmour. **With all members present voting aye, the meeting adjourned at 4:49 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant